

DIRECT LINE

From: Manager, Corporate Information Services

Date: December 14, 1998

1999 *Postal Bulletin* Schedule

Deadline Date	Issue Date	Issue Number
Deadline: Thurs., 10 a.m.		
December 23 *	December 31	21988
January 7	January 14	21989
January 21	January 28	21990
February 4	February 11	21991
February 18	February 25	21992
March 4	March 11	21993
March 18	March 25	21994
April 1	April 8	21995
April 15	April 22	21996
April 29	May 6	21997
May 13	May 20	21998
May 26 *	June 3	21999
June 10	June 17	22000
June 24	July 1	22001

Deadline Date	Issue Date	Issue Number
Deadline: Thurs., 10 a.m.		
July 8	July 15	22002
July 22	July 29	22003
August 5	August 12	22004
August 19	August 26	22005
September 1 *	September 9	22006
September 16	September 23	22007
September 30	October 7	22008
October 14	October 21	22009
October 28	November 4	22010
November 10 *	November 18	22011
November 24 *	December 2	22012
December 9	December 16	22013
December 22 *	December 30	22014

* The deadline for articles is Wednesday when a holiday shortens the production schedule.

Postal Bulletin* Article Preparation and Submission

If you need help preparing articles for the *Postal Bulletin* or scheduling a special issue, call the *Postal Bulletin* editor at 202-268-2836. When submitting *Postal Bulletin* articles, you must provide the following:

- An electronic version as a Microsoft Word file via cc:Mail or on a diskette.
- A hard copy printout of the final article.
- Final exhibits and artwork.
- A signed clearance memo (see MI AS-310-96-3, *Management of Policy and Procedure Information — Paper and On-Line*).

Material Distribution Center (MDC) Coordination

Postal Bulletin articles that reference the availability of forms, directives, or supply items at the MDCs (New Jersey and Topeka) should be coordinated with Inventory Management, Purchasing and Materials, at least 5 business days in advance of submission to the *Postal Bulletin*.



Clara Hankins

***See reverse.**

Publishing an Article

To publish an article in the *Postal Bulletin*, submit a draft to your Corporate Publishing and Information Management editor (see below) early enough to be edited and returned for you to make final changes, get a final sign-off, and submit it to the *Postal Bulletin* editor by the Thursday 10:00 a.m. deadline. CPIM's editorial process, which covers style and grammar, is separate from any substantive clearances you may be obtaining. The CPIM editor to whom you should submit your article varies according to content of the article you want to publish, as shown in the table below.

Note: If you are publishing urgent, time-sensitive material that needs to go through the clearance process, plan well enough in advance of *Postal Bulletin* deadline dates to ensure publication.

Process

If you want to publish...	Then...	You Should...
General business information or an announcement...	In advance of the <i>Postal Bulletin</i> deadline,	Give the <i>Postal Bulletin</i> editor - a draft of the article to edit and return to you.
	By the deadline,	Give the <i>Postal Bulletin</i> editor - corrected hard copy of the article and art required, - a Microsoft Word copy of the text via disk or cc:Mail, and - a final sign-off memo.
Revisions to a policy and procedure document and an article of explanation...	Well in advance of the deadline,	Give the editor who supports your functional area - a draft of text revising your policy or procedure directive, and - a draft <i>Postal Bulletin</i> article explaining the need for the revision to edit and return to you.
	When the revision is ready and has received any clearance necessary to manage the consequences,	Give the editor who supports your functional area - the revisions to your policies or procedures, - the final <i>Postal Bulletin</i> article, and - a final sign-off memo to initiate changes to directives and publication of changes and the article in the <i>Postal Bulletin</i> .

Your Editorial Support Contact

For...	From...	Call...	At...
General business information or an announcement...	All functional areas.	Brooke Gilbert	x2836
Revisions to a policy and procedure document and an article of explanation...	Corporate Relations, Expedited/Package Services, Field Operations Support, International Business, Marketing, Network Operations Management, and Operations Planning.	Kevin Coleman	x2851
	Consumer Advocate, Diversity Development, General Counsel, Government Relations, Human Resources, Inspector General, Labor Relations, and Quality.	Marty Brockway	x2850
	Information Systems, Purchasing and Materials, and Strategic Initiatives.	Carol Heckman	x3280
	Engineering, Facilities, Finance, Judicial Officer, and Postal Inspection Service.	Liz Davenport	x5243